



City of Arlington, Texas
UTA Experience Arlington MPA Intern Program
Fall Semester 2011

This semester offers unique and exciting rotations throughout the City of Arlington while earning academic credit. Each intern will:

Experience real world challenges: Learn about the diverse challenges and interesting day-to-day opportunities faced by municipal employees by working under the direction of City of Arlington staff in four different departments during your semester as an intern, including the City Manager's Office and the Convention Center.

Access to Executive Management: Partner with experienced City leaders and see the inner workings of city government first hand. The expectations and the opportunities for program participants are very high. This program will provide an opportunity for you to make a lasting impression with key members of the city's staff.

High-Priority Projects: Put your academic theory to the test by taking on challenging, time sensitive projects for the City. Program participants will be given critical assignments that will utilize project management, communication, analytical, research, social networking, computer, report writing and presentation skills.

How to Apply: Submit an email with one PDF attachment of the following documents:

1. Resume including work experience, school/extracurricular activities and honors. Names and telephone numbers of three references, one of which must be a faculty member.
2. Complete graduate and undergraduate transcripts (unofficial, scanned copies accepted)
3. Response to the following two questions. (Responses should be no more than one page per question)
 - a. How will participating in the Experience Arlington MPA Intern Program assist you in obtaining your career goals?
 - b. Describe the most complex analysis that you have completed either in a past internship, job or school assignment. Please specify where you completed the analysis, why it was done, what the outcome of the analysis was and any analytical tools used to complete the project.
4. Email applications to careers@arlingtontx.gov and Trudy.Lewis@arlingtontx.gov by **July 29, 2011**.
5. Please note that this internship is unpaid for academic credit. Students must be currently enrolled at the University of Texas at Arlington as a Master of Public Affairs student.

Fall 2011 Rotation Profiles

Financial and Management Resources Department

The Financial and Management Resources Department is seeking interns to assist with special projects this fall. The first is to develop 3-5 year strategies to address City Council objectives. This project involves researching and documenting current lines of business across the entire organization and identifying potential gaps in service. Additionally research of industry best practices for format, reporting style and content will be necessary. The second project will involve creating an impact analysis for the American Recovery and Reinvestment Act (ARRA) funds that the City of Arlington has received over the last two years. This project scope will include researching external reports of Arlington's performance, verification of accuracy of these reports, and the creation a communication tool to address common misconceptions. Both projects require strong research, computer and communication skills. The ability to work with various types of people and to be self motivated are key.

Water Utilities Department:

The Arlington Water Utilities Department rotation will provide opportunity for the intern to assist with capital project report generation and to learn project budgeting techniques, as well as to assist with review of the Lake Arlington Master Plan recommendations and list action items. There will be numerous chances to interact with the public regarding the Lake Arlington Master Plan and to coordinate meetings with stakeholders in the Lake Arlington watershed and other key projects. This rotation will provide a variety of opportunities to sharpen project management skills in a critical service delivery area of the city.

Mayor and Council Office, City Manager's Office and City Secretary's Office:

All interns in the program will have the opportunity to become oriented with the City of Arlington by shadowing the City Manager; address citizen concerns and request for information with the Office of the Mayor and Council and the Action Center; be on the frontlines by assisting with press events and special projects; attend City Council Work Sessions and Evening Session Meetings and Council Member and other Town Meetings as scheduled; be involved in a variety of local program efforts and network throughout the local community while enhancing your interpersonal, organizational and communication skills.